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ABSTRACT

The collection and service policy of the federal depository collection at the University of Miami in Florida is designed to address the needs of the university, business, agricultural, legal, and medical communities, as well as the needs of citizens in the 19th Congressional District. Circulation, online searching, and reference/information services are available to anyone, and the selection of depository items is coordinated with other area depositories in southeast Florida. The collection policy focuses on research needs, although the needs of the community outside the university are also considered. As appropriate, depository items are distributed among several university libraries to meet the needs of the clientele (e.g., the Law Library); however, serial runs and series are generally not split up. Special attention is given to the treatment and preservation of maps, an integral part of the collection. The library maintains a fund to replace publications deemed lost, and its policy encourages the replacement of paper materials with microform or machine readable information whenever possible, both as a preservation measure and to conserve space. The collection intensity levels--"Comprehensive," "Selective," "Limited," or "Not Selected"--are listed for various types of materials by format and agency, and by Superintendent of Documents classification numbers (SuDocs) and issuing agency. (SD)

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COLLECTION DEVELOPMENT POLICY
GOVERNMENT PUBLICATIONS AND MAPS DEPARTMENT
FEDERAL DEPOSITORY COLLECTION (EXCLUDING MAPS)

I. Background and Statement of Responsibility

By virtue of Congressional designation, the University of Miami Libraries have been a depository for federal documents since 1939. The Law Library was the original designee, however, the depository responsibility was transferred to the Main Library in 1948. The Head, Government Publications and Maps serves as chief bibliographer for the collection. Other librarians at the University of Miami Libraries participate in the selection process, with the final decision being made by the Head, Government Publications and Maps.

II. Community Served

A. In addition to the University of Miami community, the federal depository collection is responsible for serving the 19th Congressional district, which includes the southern half of Dade county and all of Monroe County. Though the area is predominantly urban, it has a large agricultural sector and has a costal environment. It includes two military establishments and has a large immigrant population, many of whom do not speak English. The major industries are services (tourism and import/export), air transportation, international finance, and a growing biomedical technology industry.

B. The University of Miami is a comprehensive, private, independent university. It has an increasing research orientation, with particularly strong interests in medicine, marine science, and international studies. Its Law School offers both the J.D. and LL.M., with a focus on taxation. It has strong programs in international and maritime law. The School of Medicine also has a strong research component, including some programs related to international health care. The School of Business offers the M.B.A. and is planning a Ph.D. program. There is a special program in international business offered jointly with the Graduate School of International Studies. Consequently, the collection must address the disparate needs of these components of the population served.

C. At present, there are four other depository libraries in Dade County: Miami-Dade Public Library, Florida International University - University Park and North Miami campuses, and St. Thomas University Library.

III. Philosophy of collections and services

A. Our collections and services are designed to address the needs of the university, business, agricultural, legal, and

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medical communities, in addition to the needs of all citizens in our area. Our services (including circulation, online searching, and reference/information services) are available to anyone. For a full description of our public service policy, see Government Publications and Maps Public Services Policy (revised 1988).

B. Our selections are coordinated with other area depositories through the Government Documents Committee of the Southeast Florida Library and Information Network (SEFLIN). Though all libraries have a responsibility to serve their respective communities, we attempt to coordinate selections such that every depository item is selected by at least one depository library in the region.

C. As a research library, we attempt to develop our collections for most research needs, seeking to preserve information for future researchers. As the oldest and most comprehensive federal depository in South Florida, we have very judiciously disposed of materials from our collections, in keeping with the Instructions to Depository Libraries (1988 with amendments)

D. At the same time, we recognize that the federal depository collection is dynamic, reflecting the ever-changing needs for government information both in our community and the University. Therefore, we review our selections annually, in conjunction with other depositories in the area, to insure that we are selecting appropriate materials. In addition, we are committed to the development of collections of electronic information, whenever feasible, to meet the needs of today's users.

E. Through separate "Agreements for the Selective Housing of Depository Materials" drawn up with the Law and Medical Libraries, we are able to house materials which are most appropriate for their clientele at those libraries. These libraries agree to abide by the Instructions to Depository Libraries, Guidelines for Depository Libraries, and Minimum Standards for Depository Libraries (latest editions, with amendments). In general, the categories for "selective housing" are as follows:

Law Library - case and administrative law, legal procedure

Medical Library - clinical medicine (i.e. not directed at the layperson), medical bibliography, and specialized materials directed at health-related professionals (e.g. nurses)

As a general rule, we do not split up serial runs or series. In most cases, we would not pull a publication out of the category of "general publications" or "handbooks, manuals,

and guides" to be housed in one of these libraries. The Head of Government Publications and Maps consults with librarians in these locations as to appropriate selection and location.

IV. Materials needing special preservation and protection. Much of our pre-1939 federal collections were purchased or received as gifts. Some of it was not in good physical condition when received. Efforts are made to mend and repair if possible. Some materials need special protection because of their value or condition. They are transferred to the Archives and Special Collections Department, which agrees to service them, in compliance with depository law. The holdings information is maintained in the Government Publications and Maps Department.

Other heavily used material is kept in the offices of the department, in order to control access and guarantee its availability for the largest number of users. Most materials are targeted with theft-detection strips, to prevent their unauthorized removal.

V. Maps and Posters

Maps are an integral part of the depository collection. They are preserved according to standard practice in cases prepared especially for them. All depository maps are identified as such, and are accessible through the card catalogs and indexes in the department. See separate collection development policy for the map collection.

Posters are kept in map cases, and are retrieved by call number. Special indexing directs users to their call numbers.

VI. Replacement policy

It is the policy of the Department to replace publications that are deemed to be lost. A special deposit account is maintained for this activity. In addition, the Head will scan disposition and discard lists to try and replace items no longer available for sale. A "Want List" is maintained to assist in this effort.

VII. Replacement of paper materials with microform

Due to severe space constraints in the 1970's, much of the Congressional material was replaced by commercially-produced microform. With the easing of space problems in the 1980's, some materials have been reselected in paper. However, in the interests of preservation, efforts will be made to replace selected materials with microform (or other format) whenever possible. All materials replaced in microform will be disposed of in compliance with the Guidelines and Instructions to depository libraries. The future policy on replacement will be governed by user needs, available space, available funds for microform replacement, and holdings of nearby libraries.

VIII. Machine readable-information

The same rationale for acquiring paper/microform applies to machine-readable information. Other factors include: available equipment, communications costs, availability in other formats, and availability at other depositories in the region. We do have a commitment to acquire this information whenever possible, making it available to the patron at no-cost (if depository), and at incurred costs only for non-depository information. We currently have the equipment to support CD-ROM and dial-up services.

IX. Review of the Collection Development Policy

This policy will be reviewed annually by the Head of Government Publications and Maps together with the Assistant Director for Collection Development, in conjunction with representatives from the Medical and Law libraries.

PART B. INTENSITY LEVELS BY FORMAT AND AGENCY

VI. Collection Intensity Level by format of material

Comprehensive - select all items in this format, regardless of issuing agency

Selective - select only from certain agencies, or for certain geographic areas

Limited - selected for very few agencies or areas

Not selected - never selected

A. Annual reports - comprehensive

B. General publications - comprehensive

C. Handbooks, manuals, guides - comprehensive

D. Standards and specifications - comprehensive

E. Yearbooks - comprehensive

F. Bibliographies and lists of publications - selective

G. Posters - selective

H. Fact sheets, leaflets - comprehensive

I. Statutes, code books - comprehensive (some housed in Law Library)

J. Statistical publications - comprehensive

K. Administrative and court decisions - comprehensive (housed in Law Library)

L. Technical reports - selective (see Agency selections)

M. Press releases - limited

N. Reprints - not selected

O. Rules, regulations, and instructions - limited

P. Agency periodicals - comprehensive

Q. Newsletters - limited

R. Forms - limited

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III. Level of collection intensity by issuing agency/SuDocs

Comprehensive - select 75% to 100% all publications of this agency
Moderate - select 50 to 75% of this agency's publications
Limited - select less than 50% of this agency's publications
None - do not select this agency's publications

SuDocs number

A 1.	Comprehensive
A 13	Moderate (only Southeastern United States)
A 17	Limited
A 21	Limited
A 49	None
A 57	Limited (only Florida)
A 62	Moderate
A 67	Comprehensive
A 68	Limited
A 77	Moderate
A 82	Moderate
A 88	Moderate
A 92	Comprehensive
A 93	Comprehensive
A 84	Limited
A 96	None
A 101	Limited
A 102	Limited
A 103	Moderate
A 104	Limited
A 105	Comprehensive
A 106	Comprehensive
A 107	Limited
A 108	Limited
A 109	Limited
A 110	Limited
A 111	Limited

AA Comprehensive

AC Comprehensive

AE Comprehensive

C Comprehensive

CC Comprehensive

CR Comprehensive

D 1 Moderate

Highly technical, regionally oriented, and materials directed to a very specific military audience are not selected. However materials which may have general applicability to civilian life are selected.

Materials dealing with military policy formulation, international operations, intelligence and personnel (other than administrative in nature) may be acquired selectively.

D 103 Engineering-related materials are generally selected.

D 200's and D 300's (See note under D 1).

E Comprehensive

ED Comprehensive

EP Comprehensive

FA Comprehensive

FCA Moderate

FEM Moderate

Note: Flood Insurance Studies are selected for Florida only.

FMC Comprehensive

FT Comprehensive

FTZ Comprehensive

GA Comprehensive

GP Comprehensive

GS Comprehensive

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HE	Comprehensive (excluding regionally-oriented materials, not in Southeast)
HH	Comprehensive
I	Comprehensive
IC	Comprehensive
ITC	Comprehensive
J	Comprehensive (excluding newsletters directed to specialized audiences)
Ju	Comprehensive
L	Comprehensive (excluding "press releases" for information in other formats)
LC	Comprehensive
LR	Comprehensive
MS	Comprehensive
NAS	Comprehensive
NCU	Comprehensive
NF	Comprehensive
NMB	Comprehensive
NS	Comprehensive
OP	Comprehensive
P	Limited (excluding materials directed at postal workers)
PM	Comprehensive
Pr	Comprehensive
PrEx	Comprehensive
RR	Moderate
S	Comprehensive

SBA Comprehensive

SE Comprehensive

SI Comprehensive

T Comprehensive

TD Moderate (excluding highly technical material, material directed at highly specific audiences that requires extensive maintenance)

VA Moderate

X Comprehensive

Y1. Comprehensive

Y3. Comprehensive

Y4. Comprehensive*

* Note: Prior to 1988, all Congressional hearings and prints were selected only in microfiche. Due to contractual problems at GPO, and the perceived lack of timeliness of information, the decision was made to select certain committees in paper. This decision will be reviewed in 1989.

The above policy has been approved and is being implemented in the Government Publications and Maps Department.

Tony A. Harvell
Head, Government Publications and Maps

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Assistant Director for Collection Development

Date: October 24, 1988